

Attention!

**Urban Planning, Economic Development,
Community Development, or Finance Students!!**



SUMMER INTERNSHIP OPPORTUNITIES

State of California/Department of Housing & Community Development
Sacramento, California

STUDENT ASSISTANTS/GRADUATE STUDENT ASSISTANTS

(Flexible Start Dates)

(About June 1 and concluding approximately mid-August, 2006)

(Salaries: \$1,362 to \$1,814 per month for undergraduates)

(\$1,681 to \$2,545 per month for graduate school enrollees/students)

The Department of Housing and Community Development is one of 13 departments within the Business, Transportation and Housing Agency (BTH). As California's principal housing agency, the mission of HCD is to provide leadership, policies and programs to expand and preserve safe and affordable housing opportunities and promote strong communities for all Californians.

The Department is currently offering several fulltime (40 hours per week) summer internships at either the level of Student Assistant (junior or senior status) or Graduate Student Assistant (either enrolled to start graduate school or currently attending graduate school).

Student Assistants/Graduate Student Assistants will serve as resource persons for complex research and analytical tasks to support programs administered by the Department of Housing and Community Development (Department).

In consultation with the supervisory staff, students will be assigned to one of three technical projects that may involve one or more of the following duties:

- ◆ Assist in investigating and analyzing housing needs and issues. Performs research activities important to the successful implementation of mandated housing assistance programs regional housing need determinations, legislative proposals or activities or research projects. These include providing technical consultation and assistance on research and statistical analyses for intergovernmental functions and regional planning efforts. Evaluate the effectiveness of rental programs in reaching households with the most severe needs.
- ◆ Assist with review of line-item operating budgets for affordable housing developments.
- ◆ Design and develop an operating expense database.
- ◆ Assist with research activities including compiling and analyzing census and other demographic data, academic literature and reports, private statistical resources, housing and economic market trends, planning and land-use trends and issues.

- ♦ Assist in the preparation of analyses, presentations and materials regarding grantee reporting or performance reporting.

Who Should Apply:

Student Assistant level: Undergraduate Juniors/Seniors studying Urban Planning, Economic Development, Community Development, or Finance

Graduate Student Assistant level: (1) Graduate School enrollees (for Fall Session) studying Urban Planning, Economic Development, Community Development, or Finance, or (2) Graduate School returning students

How to Apply:

No later than May 1, interested students should submit via e-mail, fax, or mail a Standard State of California Application and resume to:

Georgia Lee, EEO Officer
Department of Housing and Community Development
1800 Third Street, Room 456
Sacramento, CA 95814
(916) 445-2251, (916) 445-7121 (Fax)
glee@hcd.ca.gov

Applications and Information:

Visit the HCD Website, www.hcd.ca.gov for Department information and to obtain a Standard State Application (Employment Opportunities link).

Applications will be screened and interviews will be conducted by telephone by May 10, 2006. Students selected for an interview will be asked to report to the campus career center for the interview.

Housing:

Affordable student housing options are available for visiting student interns. A list of housing options is located at www.csus.edu (click on: Future Students, scroll down to Housing, click on Off Campus Housing). Although the CSUS Housing Office only assists enrolled CSUS students, this site makes available to all students a listing of local affordable housing options.

Transportation:

Transportation options within the Sacramento area include a light rail system and several intercity and regional commuter bus systems. Transportation schedules can be found at www.sacrt.com.

Sacramento is home to Sacramento International Airport, which offers a broad selection of flights to major cities and airports throughout the country.

